



CANNON BUILDING  
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**STATE OF DELAWARE**  
**BOARD OF PILOT COMMISSIONERS**

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<b>PUBLIC MEETING MINUTES:</b>	<b>Board of Pilot Commissioners</b>
<b>MEETING DATE AND TIME:</b>	<b>Friday May 20, 2016 at 13:00.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b> , second floor of the Cannon Building
<b>MINUTES APPROVED:</b>	<b>Approved August 19, 2016</b>

**MEMBERS PRESENT**

Bradford Schell, Professional Member  
Joseph Morrissey, Professional Member  
Stephen McGuiness, Professional Member  
Laura Phillips, Public Member  
Penelope Marshall, Public Member  
Mark Reardon, Public Member

**MEMBERS ABSENT**

Maia Murphy, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Patricia Davis-Oliva, Deputy Attorney General  
Melanie Alexander, Administrative Specialist II

**OTHERS PRESENT**

W.E. Lowe

**CALL TO ORDER**

Mr. Schell called the meeting to order at 13:03

**REVIEW AND APPROVAL OF MINUTES**

A motion was made by Mr. Morrissey, seconded by Ms. Phillips, to approve the February 19, 2016 meeting minutes as written. The motion carried unanimously.

**UNFINISHED BUSINESS**

**Rule 5 Regulation Change Hearing**

The Deputy Attorney General, Ms. Davis called the hearing to order at 1:05 p.m. The Commission members introduced themselves for the record. Ms. Davis stated that during the February meeting it was decided that changes to the regulations needed to be made. The changes were published in the registrar of regulations, and today's hearing was noticed there as well as in 2 newspapers for general circulation. Ms. Davis marked as exhibit 1 the 2 affidavits of publication from the Delaware State News and the News Journal. She asked if there was anyone that wished to give public comment, seeing that there was none, Ms. Davis concluded the hearing, pursuant to **29 Del.C. § 10118(a)** the written public comment period will remain open for an additional 15 days. At the Commission meeting in August they will deliberate on any written comments that may be received. The hearing went off the record at 1:08 p.m.

## **NEW BUSINESS**

### **COMPLAINT STATUS**

Mr. Morrissey stated that there have been no new complaints received.

### **OTHER BUSINESS (for discussion only)**

Mr. Lowe advised the Board that Mr. Hukill is still actively working and in full compliance with his order. He supplied the Board with Ship-to-Shore test results and meeting attendance records. Mr. Lowe advised the Commission that this was the final report, as Mr. Hukill's order ends in 4 days on May 24, 2016.

The Commission looked over the indefinite inactive license requirement for other Boards that Ms. Alexander provided, however since the document was so lengthy it was decided that the Commission would give it further review and discuss it at the next scheduled meeting.

Mr. Schell asked how expired licenses are handled because there was recently an issue with a pilot whose license did not renew and he was unaware of it. Ms. Alexander advised that currently the Division does not send out any expiration notices. She also stated that the Division is working on setting up a notification system for all future renewal periods.

## **CORRESPONDENCE**

### **PUBLIC COMMENT**

### **NEXT MEETING**

The next meeting will be August 19, 2016 at 1300.

### **ADJOURNMENT**

With no further business before the Board, a motion was made by Mr. Schell, seconded by Ms. Phillips, to adjourn the meeting. The motion carried unanimously. The meeting went off record and adjourned at 13:25.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Melanie Alexander', written in dark ink.

Melanie Alexander  
Administrative Specialist II